



**Code: 9108**  
Family: Public Safety  
Service: Public Safety  
Group: Police Service  
Series: Police General Duty

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## **CLASS TITLE: CRIMES SURVEILLANCE SPECIALIST**

### **CHARACTERISTICS OF THE CLASS**

Under supervision, mans a work station equipped with monitoring equipment to observe real time video images from multiple police surveillance cameras, and performs related duties as required

**These are part-time positions.**

### **ESSENTIAL DUTIES**

- Operates equipment to manipulate the movement of cameras to observe activities from different angles and directions
- Identifies and reports criminal activity recorded by the surveillance cameras
- Coordinate responses to real-time observations and information received on situations impacting public safety
- Relays and communicates to the Watch Manager and police dispatcher detailed descriptions of observed activities, physical descriptions of individuals, and movement of traffic and individuals in the view area
- Responds to gunshot detection alarms set off by surveillance cameras, attempts to locate source of gunshots and relays information to the Watch Manager and police dispatcher
- Receives notifications of emergency calls in the area of a surveillance camera, observes activities, and reports observations to the Watch Manager and police dispatcher
- Retrieves and records requested segments of video tape, as required
- Testifies in court regarding established protocols, as required

**NOTE:** *The list of essential duties is not intended to be inclusive; there may be other duties that are essential to particular positions within the class.*

### **MINIMUM QUALIFICATIONS**

#### **Education, Training, and Experience**

- Three years of public safety, video technology or professional security officer work experience, or an equivalent combination of education, training and experience

#### **Licensure, Certification, or Other Qualifications**

- None

### **WORKING CONDITIONS**

- Emergency communications facility environment

### **EQUIPMENT**

- Surveillance and monitoring equipment

### **PHYSICAL REQUIREMENTS**

- Ability to sit for extended periods of times

**KNOWLEDGE, SKILLS, ABILITIES, AND OTHER WORK REQUIREMENTS****Knowledge**

Moderate knowledge of:

- \*surveillance systems, equipment and control systems
- public safety principles and practices

Some knowledge of:

- geographical locations in the City

Knowledge of applicable City and department policies, procedures, rules, regulations, and ordinances

**Skills**

- \*ACTIVE LISTENING - Give full attention to what other people are saying, take time to understand the points being made, ask questions as appropriate, and not interrupt at inappropriate times
- \*COORDINATION WITH OTHERS - Adjust actions in relation to others' actions

**Abilities**

- COMPREHEND ORAL INFORMATION - Listen to and understand information and ideas presented through spoken words and sentences
- SPEAK - Communicate information and ideas in speaking so others will understand
- RECOGNIZE PROBLEMS - Tell when something is wrong or is likely to go wrong
- RECOGNIZE SPATIAL ORIENTATION – Know one's location in relation to the environment or to know where other objects are in relation to one's self

**Other Work Requirements**

- STAMINA - Demonstrate energy and stamina to accomplish work tasks
- INDEPENDENCE – Develop own way of doing things, guide oneself with little or no supervision, and depend mainly on oneself to get things done
- DEPENDABILITY - Demonstrate reliability, responsibility, and dependability and fulfill obligations
- ATTENTION TO DETAIL - Pay careful attention to detail and thoroughness in completing work tasks

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All employees of the City of Chicago must demonstrate commitment to and compliance with applicable state and federal laws, and City ordinances and rules; the City's Ethics standards; and other City policies and procedures.

The City of Chicago will consider equivalent foreign degrees, accreditations, and credentials in evaluating qualifications.

\* May be required at entry.

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City of Chicago  
Department of Human Resources  
August, 2018